

Lansing, Michigan

December 18, 2001

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, December 18, 2001, at 11:00 a.m.

Present: Brian DeBano, Director of State Government Affairs, representing
 John Engler, Governor, Chairperson
 David Hildenbrand, Deputy Chief of Staff, representing Dick
 Posthumus, Lt. Governor
 Theodore Hughes, Assistant Attorney General for Law, representing
 Jennifer M. Granholm, Attorney General
 Julie Croll, Chief Deputy State Treasurer, representing Douglas B.
 Roberts, State Treasurer
 Joseph Pavona, Director of the Bureau of Administrative Services,
 representing Candice Miller, Secretary of State
 Elaine Madigan Mills, Director of State Aid and School Finance,
 representing Thomas D. Watkins, Superintendent of Public
 Instruction

 Arlene Oisten, Secretary

Others Present:

Deborah Devine, Matthew Keck of the Attorney General's Office;
Sherry Bond, James Burris, James Konrad, Irene Pena of the
Department of Management and Budget; Randy Knapp, Pamela
Lavender of the Department of Transportation

1. **CALL TO ORDER:**

The meeting was called to order by Mr. DeBano. Reverend Gordon Weller of St. Paul's Episcopal Church gave the invocation. Mr. DeBano then led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Hughes moved that the minutes of the State Administrative Board for the regular meeting of December 4, 2001 be approved as distributed. Mr. Pavona supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

None

4. COMMUNICATIONS:

None

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Certified Retention and Disposal Schedules:

Kalamazoo County, Administrative Services, 10/26/01

Mecosta County, Prosecutor's Office, 11/7/01

Oceana County, Inspection Department, 11/05/01

Retention and Disposal Schedules:

Consumer and Industry Services, Bureau of Workers' Disability

Compensation, Funds Administration, 11/05/01

Consumer and Industry Services, Liquor Control Commission, Financial

Management Division, 11/08/01

Consumer and Industry Services, Unemployment Agency, Office of

Communications and External Relations, 11/06/01

Judiciary, Supreme Court, Office of the Clerk, 11/14/01

Mr. Hughes moved that the Certified Retention and Disposal Schedules and the Retention and Disposal Schedules be approved by the Board. Mr. Hildenbrand supported the motion and it was unanimously approved.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

(Please see the following pages)

Ms. Croll presented the Finance and Claims Committee Report covering the regular meeting held December 11, 2001. After presentation and review of the forgoing Committee Report, Ms. Croll moved that the regular Finance and Claims Committee Report of December 11, 2001 be approved and adopted with the withdrawal of item 5(s) of the supplemental agenda at the request of the Attorney General's Office. The motion was supported by Mr. Hughes and unanimously approved.

Ms. Croll presented the Building Committee Reports covering the regular meeting held December 12, 2001 and the special meeting of December 18, 2001. After presentation and review of the forgoing Committee Reports, Ms. Croll moved that the regular Building Committee Report of December 12, 2001 and the special Building Committee Report of December 18, 2001 be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

- - - - -

Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of December 12, 2001. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the regular meeting held December 12, 2001 be approved and adopted, with the withdrawal of item 43, 44, and 46 of the regular Transportation agenda at the request of the Department. The motion was supported by Ms. Croll and was unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Ms. Croll moved the meeting be adjourned. The motion was supported by Mr. Hildenbrand and unanimously approved. Mr. DeBano adjourned the meeting.

SECRETARY

CHAIRPERSON